



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

**BOARD OF COMMISSIONERS – REGULAR MEETING
MARCH 21, 2023 at 7:00 PM**

To be Held in Person at Lillard Hall
24905 County Road 95
Davis, CA 95616

To be Held by Zoom: <https://us06web.zoom.us/j/98831083439>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
 - a. Update – Weed Abatement (Chief Rita)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)
 - i. Discussion / Action – Approve for Signature – Grant Funding Agreement Between the County of Yolo and West Plainfield Fire Protection District (FY22/23 Contingency Funding Guidelines for Fire District Sustainability) ([Pages 3-8](#))
4. Lillard Hall
 - a. Manager Report (Hall Manager Sykes) ([Pages 9-14](#))
5. New Business
 - a. Discussion / Action – Volunteer Applications (Chief Rita)
 - i. Board Approval of Out-of-District Applicant – Juan Valencia ([Pages 15-17](#))
 - b. Discussion / Action – Request to Hold Election of Board President and Vice-President – April 2023 Meeting (Commissioner Stiles)
 - c. Discussion / Action – Standing Committees – Reports
 - i. Budget and Benefits Committee – **Stiles**, Guarino
 - ii. Personnel Committee – **Amy**, Yeager
 - iii. District Funding and Development Committee – **Yeager**, Stiles
 1. Approval of February 27, 2023, Committee Meeting Minutes ([Page 18](#))
 - iv. Lillard Hall Committee – **Amy**, Guarino
 - d. Discussion / Action – Ad Hoc Committees – Reports
 - i. LAFCO – **Yeager**, Guarino

- ii. Solar – **Stiles**, Guarino
 - e. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
 - iv. IHS – McMullen
- 6. Fire Chief’s Report (Chief Rita) ([Pages 19-21](#))
- 7. Fire Fighter’s Association Report (President Jon Lee)
- 8. Clerk’s Report
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval ([Page 22](#))
 - b. Approval of February 21, 2023, Regular Board Meeting Minutes ([Pages 23-36](#))
- 9. Open Forum
- 10. Next regular Board meeting on April 18, 2023, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

**Grant Funding Agreement Between the County of Yolo
and West Plainfield Fire Protection District**

This Grant Funding Agreement, hereinafter referred to as “Agreement”, is made this ____ day of _____ 2023, between the County of Yolo, hereinafter referred to as "COUNTY," and West Plainfield Fire Protection District, hereinafter referred to as “GRANTEE”.

TERMS AND CONDITIONS

1. GRANTEE Obligations.
 - A. With funding provided pursuant to this Agreement, GRANTEE agrees to use funds for the purposes of immediate long-term sustainability needs for West Plainfield Fire Protection District, which is located within Yolo County and serves County residents and businesses. The authorized uses of funds are contained in Exhibit A to this Agreement (referred to as the *FY22/23 Contingency Funding Guidelines for Fire District Sustainability*) and were approved by the Board of Supervisors on December 6, 2022. As needed, the GRANTEE may request in writing from the County a determination as to the eligibility of expenses not listed in the bulleted items of Exhibit A.
 - B. In consideration of County’s willingness to provide funding pursuant to this Agreement, GRANTEE commits to take all actions necessary to enable GRANTEE’S consideration in good faith of a tax, assessment, or other charge to support GRANTEE’S financial sustainability. This includes, but is not limited to, starting efforts to develop a tax, assessment or other charge within six months of the full execution of this Agreement and, thereafter, using reasonable diligence in completing appropriate studies, reports, and necessary approval processes for a tax, assessment, or other charge in compliance with applicable provisions of Proposition 218 (Cal. Const. art. XII C-D) and other state laws. Nothing in this subsection is intended to limit or in any way affect GRANTEE’S discretionary authority to approve, deny, or otherwise act on any tax, assessment or other charge presented for its consideration.
 - C. If the GRANTEE does not use reasonable diligence in completing the appropriate studies, reports, and necessary processes for a tax or assessment by June 30, 2024, the GRANTEE shall be obligated to return or (if funds have already been expended) repay the funds provided pursuant to this Agreement. To effectuate this provision, the GRANTEE specifically authorizes County’s Chief Financial Officer to withhold an equal amount from the distribution of property taxes, assessments, fees, or other direct charges that the Department of Financial Services would otherwise make to the GRANTEE to implement the return of funds.
 - D. The GRANTEE shall submit requests for reimbursement not more often than monthly. The Department of Financial Services may at the sole discretion of the Chief Financial Officer, elect to advance funds to the GRANTEE when a

purchase order or contract has been executed by the GRANTEE and advance funding is deemed reasonable and necessary. Advances should be done in a manner to minimize the timing between the advance and expenditure. The COUNTY has determined that the funding provided by this Agreement will provide a public benefit through completion of the work described herein, and any other use of said funding is prohibited.

- E. The GRANTEE shall perform funded activities between December 7, 2022, and June 30, 2024.

2. COUNTY Obligations. Subject to GRANTEE'S compliance with this Agreement, COUNTY hereby agrees to provide funds to GRANTEE in an amount not to exceed **\$35,733** for the purposes set forth in Section 1, above. The County has no obligation to reimburse for expenditures determined to be ineligible pursuant to Exhibit A.

3. Status of GRANTEE. GRANTEE and GRANTEE's contractors, subcontractors, and other vendors shall perform all services under this Agreement as independent contractors and not as employees, officers or agents of COUNTY.

4. Records. GRANTEE shall keep, and provide to COUNTY or its agents, upon request, accurate financial records (including invoices and published price lists on which this Agreement was based) necessary to enable COUNTY to review GRANTEE's performance of this Agreement. These records shall demonstrate the grant funding has been used for the purposes described in Section 1, above. GRANTEE shall maintain all such records for at least three years after the full completion of the work performed with funding provided pursuant to this Agreement.

5. General Terms and Conditions.

A. As between COUNTY and GRANTEE, GRANTEE is solely responsible for full and timely compliance with all local, state, and federal laws and regulations pertaining to completion of the work described above. This includes, but is not limited to, compliance with state prevailing wage laws. COUNTY's sole obligation under this Agreement is to provide funding to GRANTEE in the amount, time, and manner specified herein.

B. If for any reason the governing board of GRANTEE later determines that the GRANTEE is financially unable to proceed, or otherwise elects not to proceed, with the work described in Section 1 above, the GRANTEE will refund to the COUNTY all funding provided under this Agreement.

C. GRANTEE agrees to indemnify, defend, protect, hold harmless, and release COUNTY, its governing body, agents, officers and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expenses (including attorney's fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of GRANTEE in the performance of the work described in Section 1 above.

D. No party to this Agreement shall assign or transfer any interest nor perform any duties or obligations, without the prior written consent of the other party, and any attempt by a

party to so assign or transfer this Agreement or any rights, duties or obligations arising shall be void and of no effect.

E. The waiver by either party or any of its officers, agents or employees, or the failure of either party or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement, will not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

F. The persons executing this Agreement on behalf of the parties affirmatively represent that each has the requisite legal authority to enter this Agreement on behalf of their respective party, and to bind their respective party to the terms and conditions of this Agreement. The persons executing this Agreement on behalf of their respective party understand that both parties are relying on these representations in entering into this Agreement.

G. This Agreement is not intended to, and will not be construed to, create any right on the part of a third party to bring an action to enforce any of its terms.

H. This Agreement may only be amended in writing executed by COUNTY and GRANTEE.

I. This Agreement shall be construed under and in accordance with the laws of the State of California. The construction and interpretation of this Agreement shall be governed by the laws of California with venue residing in Yolo County, except to the extent an issue may be governed by federal law.

J. This Agreement constitutes the entire agreement between the parties with respect to funding contributions and supersedes all prior negotiations, representations, or other agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement will be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

This Grant Agreement is hereby executed on the day and year first above written.

WEST PLAINFIELD FIRE
PROTECTION DISTRICT

COUNTY OF YOLO

Name, District Chair

Gerardo Pinedo, County Administrator

Approved as to Form:
Philip J. Pogledich, County Counsel

Kimberly E. Hood, Asst. County Counsel

FY 22/23 Contingency Funding Guidelines for Fire District Sustainability

The Yolo County Board of Supervisors approved a contingency funding set-aside of \$550,000 for fire sustainability with the adoption of the FY22-23 budget on September 21, 2021 (Item # 30). At the September 27, 2022 Board meeting, staff provided an overview of the LAFCo MSR for the rural fire protection districts. At the conclusion of this update, the Board delegated authority to the Fire Protection Sustainability Ad Hoc Subcommittee to approve and distribute the \$550,000 contingency funding. The Fire Sustainability Ad Hoc Committee met on November 16, 2022 and provided the following recommendations for Board action on December 6, 2022:

- Funds should only be available to the direct service fire protection districts. An exception should be made for Winters FPD, a contract district that is primarily supported by volunteer fire fighters (4 career staff, 50 volunteer staff).
- Set aside \$50,000 of the \$550,000 for additional services from the Prop 218 consultant. This funding would be used to fund additional support for those FPD's that choose to pursue a Prop 218 election, such as assistance with outreach, balloting, elections, and implementation. Further information provided below. (\$3,000 x 15 FPD's = \$45,000, plus \$5,000 contingency)
- Distribute the remaining \$500,000 amongst the direct service FPD's, with the addition of Winters FPD, as described below.

Fund Additional Assistance for Prop 218 Implementation **\$50,000**

The Fire Sustainability staff working group has expressed a preference for using a portion of the contingency funds to acquire additional support with the implementation of Prop 218 elections. Staff recommends that the Subcommittee set aside \$50,000 of the allocation for the purpose of funding additional services from SCI Consultants such as outreach materials and messaging, printing and distribution of ballots, running the formal election, and implementing approved new fees/assessments. The representatives from the Yolo County Fire Chiefs' Association have expressed support for this specific proposal. Staff recommends that these funds be made available for all fire protection districts, who choose to pursue an assessment through the Prop. 218 process.

Immediate Long-Term Sustainability Needs **\$500,000**

Staff recommends that the Committee allocate the remaining \$500,000 amongst the 10 direct service fire protection districts with the addition of Winters FPD, see bullet #1 above. The work group, over the course of three meetings, developed the funding distribution model attached (see page 3). The funding model considers feedback received from the entirety of the Yolo County Fire Chief's Association (YCFCA), which was provided during the November 8, 2022 YCFCA meeting. The formula equally divides 60% of the funding amongst the eligible districts

Authorized expenditures may include, but are not limited to:

- Capital improvement projects and deferred maintenance
- Efforts that ensure or increase firefighter safety
- Apparatus or equipment replacement

FY 22/23 Contingency Funding Guidelines for Fire District Sustainability

- Supplemental operating costs due to inflation/increased fuel costs
- Recruitment and/or training of reserve/volunteer staff
- Staffing costs
- One-time incentive programs for existing volunteer/staff to ensure adequate staff are on-call (per diem/on-call pay)
- Implementation of mutual aid/joint operating agreements that ensure improved response time and/or staffing is available
- PPE's, turnouts, SCBA's, and similar equipment / supplies
- Critical equipment repairs and other similar items
- Matching funds for local, state, or federal grants

All expenditures shall be approved by the Ad Hoc Subcommittee, prior to authorization of funding distribution.

Fire District Sustainability Funds Available		\$500,000.00
Equal Division %	60%	\$300,000.00
Call Volume %	40%	\$200,000.00
Total Rural Districts	12	

FY 2022-23

Fire Districts	In District Call Volume 2019	In District Call Volume 2020	In District Call Volume 2021	Three Year Total	Average % of 3 Yr Total Call Volume	Three Year Average	Average % of 3 Yr Average Call Volume	Funding Models			District Total %
								By Equal Division	By District Call Volume	District Totals	
Capay Valley Fire District	121	174	117	412	5%	137	5%	\$25,000	\$9,698	\$34,698	7%
Clarksburg Fire District	253	236	241	730	9%	243	9%	\$25,000	\$17,183	\$42,183	8%
Dunnigan Fire District	472	519	503	1,494	18%	498	18%	\$25,000	\$35,165	\$60,165	12%
Elkhorn Fire District	130	120	147	397	5%	132	5%	\$25,000	\$9,344	\$34,344	7%
Esparto Fire District	417	457	495	1,369	16%	456	16%	\$25,000	\$32,223	\$57,223	11%
Knights Landing Fire District	134	145	173	452	5%	151	5%	\$25,000	\$10,639	\$35,639	7%
Madison Fire District	195	185	163	543	6%	181	6%	\$25,000	\$12,781	\$37,781	8%
West Plainfield Fire District	143	139	174	456	5%	152	5%	\$25,000	\$10,733	\$35,733	7%
Willow Oak Fire District	408	422	328	1,158	14%	386	14%	\$25,000	\$27,257	\$52,257	10%
Yolo Fire District	245	281	241	767	9%	256	9%	\$25,000	\$18,053	\$43,053	9%
Zamora Fire District	89	96	91	276	3%	92	3%	\$25,000	\$6,496	\$31,496	6%
Winters Fire District	154	139	150	443	5%	148	5%	\$25,000	\$10,427	\$35,427	7%
Totals	2,761	2,913	2,823	8,497	100%	2,832	100%	\$300,000	\$200,000	\$500,000	100%

LILLARD HALL – MARCH 2023

COMPLETED CLEANING/MAINTENANCE TASKS

- ✓ BATHROOMS CLEANED (TOILETS, SINKS, MIRRORS, FLOORS)
- ✓ ENTIRE HALL FLOOR MOPPED (TWICE)
- ✓ KITCHEN CABINETS EMPTIED (MOUSE DROPPINGS REMOVED)
- ✓ KITCHEN COUNTERS AND SINKS CLEANED
- ✓ KITCHEN FLOOR MOPPED
- ✓ EAST SIDE RAIN GUTTERS CLEANED OUT
- ✓ CLOCK INSTALLED ON THE WALL
- ✓ CRACKS GROUND DOWN AND FILLED (THANK YOU STILES!)
- ✓ CAUTION TAPE INSTALLED
- ✓ MESS OVER KITCHEN SERVICE WINDOW CLEANED UP
- ✓ STORAGE CABINET CLEANED OUT AND ORGANIZED
- ✓ ADDITIONAL CHAIR CART REPAIRED (THANK YOU STILES!)

PROJECTS THAT NEED ATTENTION

- BATHROOM DOORS
- ADA TOILETS [60 inches wide and have a seat between 17 and 19 inches from the base of the unit to the seat top] AND GRAB BARS
- INDOOR LIGHTING – REPLACE ALL OF IT WITH LED LIGHTING
- OUTDOOR LIGHTING – REPAIR AND/OR REPLACE
- KITCHEN “REMODEL”

MARCH 2023
LILLARD HALL EXPENSES

02/23/2023	HAZARD TAPE	\$11.57
03/01/2023	CLEANING SUPPLIES: - Garbage Bags - Terry Towels - Spray Bottle - Pumice Stone - Rubber Gloves	\$65.52
03/03/2023	KEYS COPIED	\$ 6.47
03/07/2023	WALL CLOCK	\$23.28
	TOTAL	\$106.84

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose
08/23/22		30.00			BE		Stop Payment Fee
08/29/22			3,200.00		Counter Credit		
09/04/22	605	800.00			██████ Vitela		Refund Deposit
09/06/22			1,800.00		Counter Credit		
09/15/22	606	1,393.65			West Plainfield FPD		Invoice(s): Payroll & PGE Aug 2022
09/20/22	607	756.23			West Plainfield FPD		Invoice(s): Payroll & PGE Sept 2022
09/20/22		3.00			BE		Check image service fee
09/26/22			1,950.00		Counter Credit		
09/28/22	608	416.44			West Plainfield FPD		Invoice(s): Payroll 09/30/22
10/15/22	612	641.17			West Plainfield FPD		Invoice(s): Payroll & PGE 10/14/22
10/19/22		3.00			BE		Check image service fee
10/20/22				19,030.28			Beginning Balance - Bank Statement
08/24/22	604	800.00		18,230.28	██████ Morales		
09/26/22	609	800.00		17,430.28	██████ Cervantes		Refund Deposit
10/05/22	610	101.24		17,329.04	CalNet - Winters		Internet - Oct 2022
10/18/22	611	765.44		16,563.60	Recology		Garbage
10/18/22	613	178.14		16,385.46	██████ Gonzalez		Reimburse: Motion lights (Home Depot)
10/30/22	614	800.00		15,585.46	██████ Madera		Refund Deposit
11/01/22	615	106.24		15,479.22	CalNet - Winters		Internet - Nov 2022
11/11/22	616	380.22		15,099.00	Recology		Garbage
11/11/22	617	230.00		14,869.00	Woodland Electrical		Troubleshoot light pole
11/11/22	618	378.59		14,490.41	West Plainfield FPD		Invoice(s): Payroll 10/28/22
11/13/22	619	800.00		13,690.41	██████ Guzman		Refund Deposit
11/15/22	620	473.23		13,217.18	West Plainfield FPD		Invoice(s): Payroll 11/14/22
11/17/22		3.00		13,214.18	BE		Check image service fee
12/01/22	621	106.24		13,107.94	CalNet - Winters		Internet - Dec 2022
12/01/22	622	375.22		12,732.72	Recology		Garbage
12/01/22	623	800.00		11,932.72	██████ Cuevas		Refund Deposit
12/04/22	624	200.00		11,732.72	██████ Garcia		Refund Deposit
12/05/22			5,850.00	17,582.72	Deposit		
12/16/22	625	824.29		16,758.43	West Plainfield FPD		Invoice(s): 11/16/22, 11/22/22, 12/06/22

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose
12/19/22		3.00		16,755.43	BE		Check image service fee
	626			16,755.43	VOIDED		
12/26/22	627	542.91		16,212.52			
	628			16,212.52	VOIDED		
12/26/22	629	101.24		16,111.28	CalNet - Winters		Internet - Jan 2023
12/27/22			500.00	16,611.28	Deposit	Keifer	Rental
12/30/22	630	380.22		16,231.06	Recology		Garbage - Past Due
01/18/23			700.00	16,931.06	Counter Credit		
01/19/23		3.00		16,928.06	BE		Check image service fee
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23
			1,600.00	17,916.37	Deposit	Keifer and Fly Fishers	Rental and Security Deposit
02/12/23	634			17,916.37	VOIDED		
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23
03/01/23			600.00	18,311.07	Deposit	Keifer	Rental
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental
03/07/23			800.00	19,261.07	Deposit	Fly Fishers	Rental
03/13/23	637	800.00		18,461.07	██████ Leong	Fly Fishers	Deposit Refund
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage
03/13/23	639	106.84		17,964.20	██████ Sykes	Lillard Hall	Expense Reimbursement

LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Name and Phone	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/10/23	4H	Meeting	WPPFD Resident	No			Yes	800				Yes		No	
01/12/23	[REDACTED]	Dog Training	Other	Yes	100		Yes	200	08/25/22			Yes		No	
01/18/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		Yes	
[REDACTED]															
Yolo County															
01/18/23	(530) [REDACTED]	Community Meeting Flooding	Meeting	Yes	100		Waived					No		No	
01/19/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
01/24/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
01/26/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
01/31/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
02/01/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/02/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/08/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/09/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
02/15/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/16/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/22/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
02/23/23	[REDACTED]	Dog Training	Other	Yes	100	01/31/23	N / A					N / A		No	
03/01/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/02/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
Fly Fishers of Davis															
03/04/23	(916) [REDACTED]	Fundraiser Dinner	Other	Yes	800		Yes	800	01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	WPPFD Volunteers	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/09/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/14/23	4H	Meeting	WPPFD Resident	No			N / A					N / A		No	
03/15/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/16/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/22/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
03/23/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					N / A		No	
[REDACTED]															
Yolo County															
03/23/23	[REDACTED]	Community Meeting Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	[REDACTED]	Dog Training	Other	Yes	100		N / A					No		No	

LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Name and Phone	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
	NACSW														
04/01/23	[REDACTED]	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	NACSW	CE Workshop	Other	No		09/22/22	No						On File	No	
04/11/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
04/22/23	[REDACTED]	Fundraiser Flea Market	WPFDP Personnel	N / A			N / A								
	Fairfield School														
04/28/23	[REDACTED]	Fundraiser Dinner	WPFDP Resident	No			Yes	800				Yes		Yes	
05/09/23	4H	Meeting	WPFDP Resident	No			N / A					N / A		No	
	[REDACTED]														
05/27/23	[REDACTED]	Quinceanera	Other	Yes	800		No		08/24/22			Yes		Yes	
06/13/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
07/11/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
08/08/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
09/12/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
	[REDACTED]														
09/23/23	[REDACTED]	Quinceanera	Other	Yes	800		No		09/21/22			Yes		Yes	
10/10/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
11/14/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	
12/12/23	4H	Meeting	WPFDP Resident	No			No					N / A		No	

Juan Miguel Valencia

Best con

OBJECTIVE

My objective is to acquire a position with an organization that is dedicated to the training and development of its team to meet and exceed the standards, focusing on life safety and public education.

EXPERIENCE

SACRAMENTO FIRE DEPARTMENT RESERVES; SACRAMENTO, CA VOLUNTEER. January 2019 – Current

Responding to emergency calls to support The Sacramento Fire Department in Fire Suppressions, Public Safety, Training, and Rehabilitation support.

PRO-TRANSPORT 1; SACRAMENTO, CA EMT.

August 2020 – Current

CCT Transport, Scene calls, IFT's, PT care and customer relations.

THE HABIT BURGER GRILL; FOLSOM, CA GM/AL1

April 2012 – October 2020

Customer service/training and developing, hiring and recruiting.

CHUCK E. CHEESE; CITRUS HEIGHTS, CA AM

September 2009 - April 2012

Team building/training and supervisor, customer service management.

PIZZA HUT; SACRAMENTO, CA GM

March 1996-August 2009

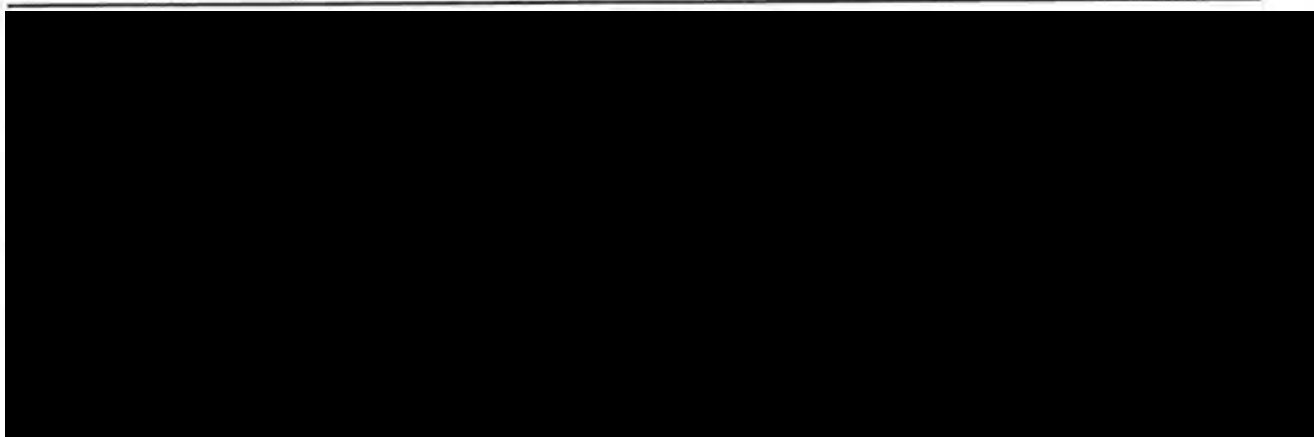
Business manager, budgeting and cost control

EDUCATION

A.A. Fire Tech, CPR Certified, EMT Certified, FF1 Certified, FF Driver/Ambulance Endorsed

LANGUAGES

English and Spanish – Very fluent on reading, writing, and speech.



To whom it may concern,

I would like to recommend Miguel Valencia for the position Volunteer Firefighter at West Plainfield Fire Protection District.

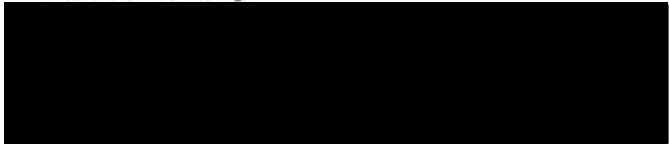
I met Miguel in 2019 at the Sacramento City Fire Reserves. As his senior officer, I had the pleasure of witnessing Miguel excel through his Firefighter 1 academy, work with pride, become a leader early in his career, and become an asset for the community he served. Miguel is bilingual (Spanish and English), Firefighter 1 accredited, and EMT certified (currently practicing). He also brings his diverse life history and experiences.

I believe Miguel would make an exceptional addition to our department. If you have any questions, please feel to reach me by email or phone call.

Sincerely,



Jose Ponce Rangel



CALIFORNIA FIRE SERVICE
TRAINING AND EDUCATION SYSTEM



June 5, 2020



Mike Richwine
Mike Richwine
Acting State Fire Marshal



SFT ID# 8397-6275



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

**STANDING COMMITTEE – FUNDING & DEVELOPMENT – MEETING - MINUTES
February 27, 2023 at 4:00 PM**

In Person
West Plainfield Fire
24901 County Road 95
Davis, CA 95616

Via Zoom
<https://us06web.zoom.us/j/98831083439>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. **Call the meeting to order (Chair Yeager)**
Chair Yeager called the meeting to order at 4:01 PM. Present were:

Committee Members: Commissioners Jim Yeager and Beth Stiles
Staff: Fire Chief Cherie Rita
2. **Public comment**
NONE
3. **Discussion/Action (All)**
 - a. **Review / Revise Draft Survey and Information Document Based on Additions by Willow Oak and Esparto Fire to Their Documents**
Chief Rita stated she had been contacted by SCI who wanted to know if we wanted to include the rate table in the Information Sheet, that would be going out on Friday. By consensus, the committee members agreed we should include it and directed Chief Rita to let SCI know.
4. **Calendar**
 - a. **The next Funding and Development Committee meeting to be determined.**
The next meeting is currently scheduled for March 17, 2023, at 1:00 PM.
5. **Adjourn (Chair Yeager)**
Commissioner Yeager adjourned the meeting at 4:07 PM.

Approved: Commissioner Jim Yeager, Chair
Dated: March 21, 2023

Recorded by: Fire Chief Cherie Rita

Income Statement

GL293 Date 03/14/23 Company 1000 - YOLO COUNTY USD Page 1
 Time 11:56 Income Statement
 For Period 1 Through 8 Ending February 28, 2023 Fiscal Year 2023 Budget 5

6223-0053-02751-8060 62235327518060 WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
NETFUND/POST	NET FUND BALANCE						
REVENUES	REVENUES						
TAXES	TAXES						
PROPERTY TAX	PROPERTY TAX						
400100-0000	PROP TAXES-CURRENT SECURED	359,560.15-	340,000.00-	105.75	359,560.15-	340,000.00-	105.75
400101-0000	PROP TAXES-CURRENT UNSECURED	27,186.72-	28,000.00-	97.10	27,186.72-	28,000.00-	97.10
400111-0000	PROP TAXES-PRIOR UNSECURED	422.72-	400.00-	105.68	422.72-	400.00-	105.68
400120-0000	SUPPLEMENTAL PROP TAXES CURR	323.06-	0.00	0.00	323.06-	0.00	0.00
	Total PROPERTY TAX	387,492.65-	368,400.00-	105.18	387,492.65-	368,400.00-	105.18
	Total TAXES	387,492.65-	368,400.00-	105.18	387,492.65-	368,400.00-	105.18
REVUSEMONEY	REVENUE FROM USE OF MONEY AND						
400700-0000	INVESTMENT EARNINGS-POOL	2,176.54-	500.00-	435.31	2,176.54-	500.00-	435.31
400705-0000	GASB 31 FMV - DFS ONLY	12,336.00-	0.00	0.00	12,336.00-	0.00	0.00
	Total REVENUE FROM USE OF MONE	14,512.54-	500.00-	2902.51	14,512.54-	500.00-	2902.51
INTGOVREVENU	INTERGOVERNMENTAL REVENUES						
STATEREV	STATE REVENUE						
401061-0000	ST-HIGHWAY PROPERTY RENTALS	3.42-	0.00	0.00	3.42-	0.00	0.00
401240-0000	ST-HOMEOWNERS PROP TAX RELIEF	802.76-	0.00	0.00	802.76-	0.00	0.00
401340-0000	ST-OTHER	5,444.87-	0.00	0.00	5,444.87-	0.00	0.00
	Total STATE REVENUE	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	6,251.05-	0.00	0.00	6,251.05-	0.00	0.00
CHG FOR SVCS	CHARGES FOR SERVICES						
403610-0000	OTH CHRG FR SVC-FIREFGHTR SVC	86,709.36-	0.00	0.00	86,709.36-	0.00	0.00
403699-0000	OTHER CHARGES FOR SERVICES	243.00-	60,000.00-	.41	243.00-	60,000.00-	.41
	Total CHARGES FOR SERVICES	86,952.36-	60,000.00-	144.92	86,952.36-	60,000.00-	144.92
OTHRFINANSRC	OTHER FINANCING SOURCES						
405000-0000	SALE OF CAPTIAL ASSETS	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total OTHER FINANCING SOURCES	0.00	5,000.00-	0.00	0.00	5,000.00-	0.00
	Total REVENUES	495,208.60-	433,900.00-	114.13	495,208.60-	433,900.00-	114.13
EXPENDITURES	EXPENDITURES						
SALARY&BEN	SALARIES AND EMPLOYEE BENEFITS						
SALARY&WAGES	SALARY AND WAGES						
500100-0000	REGULAR EMPLOYEES	140,161.57	205,137.00	68.33	140,161.57	205,137.00	68.33
500110-0000	EXTRA HELP	0.00	44,960.00	0.00	0.00	44,960.00	0.00
500120-0000	OVERTIME	21,849.68	4,153.00	526.12	21,849.68	4,153.00	526.12
500130-0000	STANDBY TIME	0.00	30,000.00	0.00	0.00	30,000.00	0.00
	Total SALARY AND WAGES	162,011.25	284,250.00	57.00	162,011.25	284,250.00	57.00
EMPBENEFITS	EMPLOYEE BENEFITS						
500320-0000	OASDI	10,044.70	18,000.00	55.80	10,044.70	18,000.00	55.80
500330-0000	FICA/MEDICARE	2,349.17	4,200.00	55.93	2,349.17	4,200.00	55.93
500380-0000	UNEMPLOYMENT INSURANCE	1,734.05	3,000.00	57.80	1,734.05	3,000.00	57.80
500390-0000	WORKERS' COMP INSURANCE	47,872.04	30,000.00	159.57	47,872.04	30,000.00	159.57
500400-0000	OTHER EMPLOYEE BENEFITS	0.00	12,000.00	0.00	0.00	12,000.00	0.00
	Total EMPLOYEE BENEFITS	61,999.96	67,200.00	92.26	61,999.96	67,200.00	92.26
	Total SALARIES AND EMPLOYEE BE	224,011.21	351,450.00	63.74	224,011.21	351,450.00	63.74
SERVSUPPLIES	SERVICES AND SUPPLIES						
501010-0000	CLOTHING & PERSONAL SUPPLIES	16,131.55	20,000.00	80.66	16,131.55	20,000.00	80.66
501020-0000	COMMUNICATIONS	2,558.06	3,600.00	71.06	2,558.06	3,600.00	71.06

Income Statement

GL293 Date 03/14/23
Time 11:56

Company 1000 - YOLO COUNTY
Income Statement
For Period 1 Through 8 Ending February 28, 2023

USD

Page 2

Fiscal Year 2023 Budget

5

6223-0053-02751-8060

62235327518060

WEST PLAINFIELD FIRE DIST OPER

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
501030-0000	FOOD	515.47	223.00	231.15	515.47	223.00	231.15
501040-0000	HOUSEHOLD EXPENSE	5,607.64	10,920.00	51.35	5,607.64	10,920.00	51.35
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	6,000.00	0.00	0.00	6,000.00	0.00
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501053-0000	INSURANCE-OTHER	9,684.00	100.00	9684.00	9,684.00	100.00	9684.00
501070-0000	MAINTENANCE-EQUIPMENT	12,379.81	30,000.00	41.27	12,379.81	30,000.00	41.27
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	944.88	8,500.00	11.12	944.88	8,500.00	11.12
501080-0000	MED, DENTAL, & LAB SUPPLIES	367.86	2,500.00	14.71	367.86	2,500.00	14.71
501090-0000	MEMBERSHIPS	2,487.25	2,000.00	124.36	2,487.25	2,000.00	124.36
501100-0000	MISCELLANEOUS EXPENSE	0.00	500.00	0.00	0.00	500.00	0.00
501102-0000	MISC EXP-CREDIT CARD SVC CHRGS	36.93	200.00	18.47	36.93	200.00	18.47
501110-0000	OFFICE EXPENSE	3,824.26	5,490.00	69.66	3,824.26	5,490.00	69.66
501111-0000	OFFICE EXP-POSTAGE	0.00	500.00	0.00	0.00	500.00	0.00
501112-0000	OFFICE EXP-PRINTING	0.00	100.00	0.00	0.00	100.00	0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	0.00	300.00	0.00	0.00	300.00	0.00
501152-0000	PROF & SPEC SVC-INFO TECH SVC	299.91	100.00	299.91	299.91	100.00	299.91
501155-0000	PROF & SPEC SVC-MED,DENTAL,LAB	169.00	1,000.00	16.90	169.00	1,000.00	16.90
501156-0000	PROF & SPEC SVC-LEGAL SVC	0.00	500.00	0.00	0.00	500.00	0.00
501165-0000	PROF & SPEC SVC-OTHER	24.00	500.00	4.80	24.00	500.00	4.80
501180-0000	PUBLICATIONS AND LEGAL NOTICES	715.96	500.00	143.19	715.96	500.00	143.19
501190-0000	RENTS AND LEASES - EQUIPMENT	770.67	3,120.00	24.70	770.67	3,120.00	24.70
501205-0000	TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
501210-0000	MINOR EQUIPMENT	20,390.54	3,000.00	679.68	20,390.54	3,000.00	679.68
501251-0000	TRASNP & TRAVEL-FUEL	6,945.05	15,000.00	46.30	6,945.05	15,000.00	46.30
501260-0000	UTILITIES	6,436.99	12,000.00	53.64	6,436.99	12,000.00	53.64
	Total SERVICES AND SUPPLIES	90,289.83	130,653.00	69.11	90,289.83	130,653.00	69.11
OTHERCHARGES	OTHER CHARGES						
502201-0000	PAYMENTS TO OTH GOV INSTITUTIO	281.00	0.00	0.00	281.00	0.00	0.00
	Total OTHER CHARGES	281.00	0.00	0.00	281.00	0.00	0.00
CAPITALASSET	CAPITAL ASSETS						
503070-0000	EQUIPMENT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
	Total CAPITAL ASSETS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
CONTINGENCY	APPROPRIATION FOR CONTINGENCIE						
503300-0000	APPROPRIATION FOR CONTINGENCY	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total APPROPRIATION FOR CONTIN	0.00	20,000.00	0.00	0.00	20,000.00	0.00
	Total EXPENDITURES	314,582.04	517,103.00	60.84	314,582.04	517,103.00	60.84
	Total NET FUND BALANCE	180,626.56-	83,203.00	217.09-	180,626.56-	83,203.00	217.09-

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 3/14/2023 11:33:19 AM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
02/02/2023	2023-025	34670 County Road 29	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	1	2
02/10/2023	2023-26	Russell Blvd	500 - Service Call, other	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	3	4
02/12/2023	2023-027	108 Orchard LN	311 - Medical assist, assist EMS crew	C Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
02/15/2023	2023-028	35300 County Road 29	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	7
02/16/2023	2023-29	22150 Wilkendorf PL	500 - Service Call, other	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
02/17/2023	2023-30	Russell Blvd	553 - Public service	B Shift	261- WNF-WPL - Borderline Call Winters & West Plainfield	5	7
02/19/2023	2023-31	County Road 27	322 - Motor vehicle accident with injuries	C Shift	702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	3	7
02/20/2023	2023-032	26420 County Road 97	321 - EMS call, excluding vehicle accident with injury	A Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
02/20/2023	2023-033	26709 County Road 89	111 - Building fire	A Shift	260- WNF Auto - Automatic Aid Winters (Not Borderline)	1	7
02/22/2023	2023-034	County Road 96	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	5
02/24/2023	2023-035	County Road 96	400 - Hazardous condition, other		0- WPL - West Plainfield Station 30 Response Area	2	4

TOTAL # INCIDENTS: 11



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

March 21, 2023

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

Allstar Fire Equipment 02/13/2023	233.43
CalNet (ATT) 02/24/2023	47.82
Entenman-Rovin Co. 11/04/2022	144.84
LEAF 02/18/2023	118.64
Municipal Emergency Services 02/21/2023	412.19
US Bank Statement 02/13/2023	4,032.49
Total:	<u><u>\$4,989.41</u></u>



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES
February 21, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

1. Call the Meeting to Order and Establish Quorum (President McMullen)

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Richard Guarino, Emily Amy, and Beth Stiles

Department Members: Chief Cherie Rita, Assistant Chief David Stiles, Captain Scott Bravo, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

Joined via Zoom: Lieutenant Jose Ponce and Firefighter Peter Maggenti

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (Chief Rita)

Chief Rita advised she's preparing to mail out postcards by the middle of March 2023.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Assistant Chief Stiles advised that the committee is currently working on getting the funds distributed that were set aside last fiscal year. The County has finalized its agreement letter and provided it to the chiefs, once they sign off it will go to an ad hoc committee for final approval later this month. He advised that there will be a requirement that districts will have to, in good faith, enter into the 218 measure (through balloting), otherwise the funds received have to be paid back.

4. Lillard Hall

a. Manager Report (Commissioner Amy / Hall Manager Sykes)

Commissioner Amy introduced the new Lillard Hall Manager, Ned Sykes. Hall Manager Sykes advised the Board of current rentals and had questions regarding checks. He also advised the Board of the current state of the Hall regarding cleanliness and repairs needed.

Hall Manager Sykes advised a big issue is a large crack in the floor that needs to be ground and suggested either tape or mats to bring attention to the area to prevent a tripping hazard. Vice President Yeager advised him to contact Diamond D Engineering as they had previously been out to grind the crack. Assistant Chief Stiles advised he may have a grinder he can try to use and suggested also trying to fill it in. Commissioner Amy advised red tape would be helpful until the floor can be ground down. Commissioner Stiles recommended either tape or paint. President McMullen advised Hall Manager Sykes to have the tripping hazard repaired before allowing events to happen. Commissioner Stiles agreed.

Hall Manager Sykes advised that other issues for the Hall are that the bathrooms are not ADA compliant and the light outside isn't working. He is working on bids for the bathrooms and will look for an electrician regarding the light.

Captain Bravo advised the Hall Manager and Board that the Yolo County Fire Chief's Association dinner will be held in the Hall on May 9, 2023.

5. New Business

a. Discussion / Action – Volunteer Applications (Chief Rita)

Chief Rita advised that there is one new volunteer applicant, Wesley Ruff, but it does not require Board action. He will be attending the Volunteer Firefighters meeting on Monday, February 27, 2023.

b. Discussion / Action – Standing Committee Reports

i. Budget and Benefits Committee – Stiles, Guarino

Commissioner Stiles advised that the Committee met last month to discuss staff compensation and benefits. She advised they are requesting to increase employee salary and benefits for current employees to ensure they stay with the district and to attract potential new hires. She advised this request should have been included on the January 2023 agenda for a vote but was missed and that's why they are presenting it to the Board tonight.

1. Discussion / Action – Salary Increases – Effective February 12, 2023

a. Approval of Salary Increase for Lieutenant Ponce to \$20.00 per Hour

- b. Approval of Salary Increase for Captain Osborn to \$21.00 per Hour**
- c. Approval of Salary Increase for Captain Bravo to \$22.00 per Hour**

A motion was made by Commissioner Stiles to approve the salary increases and was seconded by Commissioner Guarino. However, Commissioner Amy had a question about where the available funds were coming from in the budget to make these increases possible and if the budget remains balanced.

Chief Rita advised that she had not brought the updated budget numbers to the meeting and needed to research quickly to locate her adjustments. President McMullen asked Commissioner Stiles if she would like to put her motion in abeyance, and she advised that was okay.

After Item 5b(i)(2) was completed, the Board returned to Item 5b(i)(1).

While Chief Rita printed off the budget, Commissioner Amy advised that she was concerned about where the extra money was coming from in the budget and needed to see where it was balanced. Commissioner Stiles advised that after the loss of the Sacred Oak contract, the Committee reviewed the budget allocations. Chief Rita had funds allocated in the budget that weren't being used and the Committee was able to move those funds where they were needed such as salary and benefits, Lillard Hall maintenance – if the District had taken it over, and PPE maintenance and replacement.

President McMullen advised we will hold this item in further abeyance until Chief Rita finished printing.

After Item 5B(iii)(4) was completed, the Board returned to Item 5B(i)(1).

The Board was provided with a printed copy of the updated budget. Commissioner Amy advised she still couldn't see where the funds were coming from. Chief Rita advised that the budget has not increased, but that previous fund allocations we weren't using were reduced to offset the salary and benefit increases.

Vice President Yeager questioned how we will be able to continue funding through the next year without

Sacred Oaks funding. Chief Rita advised we need to pay staff to stay, otherwise, we will be paying overtime and it will end up costing more. Commissioner Stiles agreed and advised it's important to invest in the current staff we have. Assistant Chief Stiles added that the open Battalion Chief position will also help offset the cost.

Commissioner Amy questioned the current salaries, how much the increase was, and how the new rates were determined. Chief Rita advised the current salaries ranged between \$16.50-17.86 per hour and the salaries are increasing by about \$3 per hour. The rates are slightly higher than Willow Oak but less than the city departments.

Motion: Approve salary increase for Lieutenant Ponce to \$20.00 per hour, Captain Osborn to \$21.00 per hour, and Captain Bravo to \$22.00 per hour.

Motion By: Stiles

Second By: Guarino

Vote: Approved unanimously.

2. Discussion / Action – Change in Benefits from Supplemental Benefits at \$350 per Month (Taxable) to \$500 per Month (Pre-Tax) Cafeteria Plan Benefits (Health, Dental, Vision, Retirement) – Effective July 2, 2023

Commissioner Stiles presented a request to change the staff benefits package to the Cafeteria Plan. She has been working with the County to see what the District might be able to offer to staff.

Commissioner Yeager questioned if this was still possible with the loss of the Sacred Oak income and how will this affect next year's budget. President McMullen referred the question to Chief Rita, but she was still researching the question from the first item.

Commissioner Amy questioned if these benefits would be covered by the County. Commissioner Stiles advised she has been discussing the possibility of funding these benefits through the County with Chad Rinde. She advised even if the County couldn't help with funding, ideally, we will pass 218 and that should provide the additional income to keep the new benefits funded.

President McMullen questioned if this was exploratory for now and if Commissioner Stiles was seeking a motion. Commissioner Stiles advised that was correct, it's just

exploratory and the goal is to provide a more comprehensive package to staff to ensure they can stay employed with the District.

3. Approval of February 17, 2023, Committee Meeting Minutes

Commissioner Amy had a question regarding Item 3C referring to Assistant Chief Stiles but advised he is not listed in attendance and asked if he should be added to the list of attendees. Commissioner Stiles advised the minutes were referencing a previous comment Assistant Chief Stiles made and asked Commissioner Amy how she would prefer the minutes be worded. President McMullen advised to change the wording from “Chief Stiles believes” to “Chief Stiles previously advised”.

Motion: Approve February 17, 2023, Committee Meeting Minutes with the amendment.

Motion By: Guarino

Second By: Stiles

Vote: Approved unanimously.

ii. Personnel Committee – Amy, Yeager

Commissioner Amy advised that the Committee met last month to review the progress of Board Clerk Hall. She advised that the Board Clerk position was budgeted for \$18.50 per hour, but the position currently pays \$18.00 per hour.

1. Discussion / Action – Approval of Salary Increase for Board Clerk Hall to \$18.50 per Hour

Motion: Approve salary increase for Board Clerk Hall to \$18.50 per hour.

Motion By: Amy

Second By: Guarino

Vote: Approved unanimously.

2. Approval of January 17, 2023, Committee Meeting Minutes

Motion: Approve January 17, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Guarino

Vote: Approved unanimously.

iii. District Funding and Development Committee – Yeager, Stiles

1. Discussion / Action – Review and Approve

a. Survey Questions / Format

b. Information Document to Accompany Survey

Vice President Yeager advised that they discussed the survey questions and format with SCI and thought they had settled on a different format than what was being presented. Commissioner Stiles advised that the Committee went back and forth with SCI regarding the questions and format of the survey and this is what they determined to be the best format. She advised the Committee also wanted the survey to out with an information sheet that they created to show residents how the District serves them year-round not just during fire season along with staffing information and the need for volunteer firefighters in this area.

Commissioner Stiles advised if there are any changes, to please present them as the survey will be going out very soon. Vice President Yeager questioned again that he believed the questions and survey were different from the version provided at the meeting. Commissioner Stiles advised that the version provided at the meeting has all changes they requested except Question 10 had been removed.

Commissioner Amy advised that she thought SCI had advised against doing a survey and questioned what changed. Commissioner Stiles advised that they researched the proposed assessment numbers from the surrounding districts and found that our District's proposed assessment number was about \$200 higher. She advised with 218 coming out before the assessment vote, the Committee wanted the residents to see what the potential cost would be and if that was feasible for private owners, not just public entities.

Vice President Yeager advised that he was surprised the assessment includes public entities that are usually exempt. President McMullen questioned how we can tax public entities. Assistant Chief Stiles advised it's not a tax, but an assessment fee. Commissioner Stiles added the County requires those entities to pay their assessments.

Commissioner Amy questioned before the survey goes in the mail, has the District reached out to the major parcel owners and public entities that this is coming. Commissioner Stiles advised that the Committee has not,

but they have reached out to County Supervisor Lucas Frerichs and they have his support. President McMullen advised we have two supervisors for our District. Assistant Chief Stiles advised there was a redistricting last year, and we only have one supervisor now.

Assistant Chief Stiles, regarding Commissioner Amy's question about why we are moving forward with the survey now, advised that SCI received interest from multiple districts to do a survey before moving forward in the process and there's a concern about the landowners with large or multiple parcels in the Districts. He advised the County has added this to the contract and will pay for it. Chief Rita added that if most of the survey results in negative responses, the County will consider us in good faith for 218.

Commissioner Amy advised we should reach out to the public entities and that we need a point person to reach out to them before the survey goes out, so they receive it in a positive way. President McMullen agreed. Chief Rita advised the County is not going to assist with outreach and she will need to check with SCI how late they can push the deadline for sending the survey.

Assistant Chief Stiles advised the survey will also provide us with what stakeholders we need to work on. Commissioner Amy advised she believed the survey was anonymous. Commissioner Stiles advised it is, but still shows the respondent's parcel number.

President McMullen asked Chief Rita what action the Board needed to take. She advised the survey is important and does understand that the stakeholders are important, but the Committee recommends moving forward with the survey.

A motion was made by Commissioner Stiles to approve the survey questions and format and was seconded by Commissioner Guarino.

Association President Jon Lee advised he agrees with Commissioner Amy regarding the survey and asked if he could get some more information to provide the firefighters so they can share and discuss it with the residents. Chief Rita advised she will have it for him at the Monday night Volunteer Firefighter meeting.

Vice President Yeager questioned the ordering of the questions and Chief Rita advised this was recommended by SCI.

Vice President Yeager asked if we could discuss with this the stakeholders before sending out the survey. Commissioner Stiles stated SCI advised against doing that and agrees with their position since they are experts in this field.

Motion: Approve survey questions and format as provided along with the information document to accompany the survey.
Motion By: Stiles
Second By: Guarino
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye

2. Approval of October 10, 2022, Committee Meeting Minutes

Motion: Approve October 10, 2022, Committee Meeting Minutes.
Motion By: Yeager
Second By: Guarino
Vote: Approved unanimously.

3. Approval of January 27, 2023, Committee Meeting Minutes

Motion: Approve January 27, 2023, Committee Meeting Minutes.
Motion By: Yeager
Second By: Guarino
Vote: Approved unanimously.

4. Approval of February 17, 2023, Committee Meeting Minutes

Motion: Approve February 17, 2023, Committee Meeting Minutes.
Motion By: Yeager
Second By: Guarino
Vote: Approved unanimously.

iv. Lillard Hall Committee – Amy, Guarino

1. Approval of February 10, 2023, Committee Meeting Minutes

Motion: Approve February 10, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously.

c. Discussion / Action – Ad Hoc Committee Reports

i. LAFCO – Yeager, Guarino

No meeting; no report.

ii. Solar – Stiles, Guarino

No meeting; no report.

Commissioner Stiles added that the Committee is still waiting to hear back on grant applications.

iii. Lillard Hall (Continued Uses) – Yeager, Guarino

Vice President Yeager advised the Committee recommendations were in the Board packet. Chief Rita advised the recommendations were listed incorrectly to start on Page 22 of the packet, but they actually start on Page 28, January 25, 2023, Committee Meeting Minutes, Item 4B. She requested the Board review the recommendations. Commissioner Stiles questioned why no actions were being taken. Vice President Yeager advised the ad hoc Committee was only supposed to make recommendations.

1. Discussion / Action – Adopt or Modify Committee's Recommendations

The following items from the January 25, 2023, Committee Meeting Minutes' recommendations were reviewed:

Item 4(B)(i): Commissioner Amy agrees and questioned if 11:00 PM is realistic. Commissioner Stiles advised it should be required regardless if it's realistic.

Item 4(B)(ii): Commissioner Amy agrees. Commissioner Stiles questioned if Hall Manager Sykes would be there to inspect after events. Commissioner Amy advised that's what he agreed to.

Item 4(B)(iii)(1)(a): President McMullen advised he would refer this to the Lillard Hall Committee.

Item 4(B)(iii)(2)(a-b): After much discussion, it was determined that Lillard Hall will review the current alcohol policy and ensure it is in accordance with the law.

Item 4(B)(iv)(1-2): President McMullen questioned the intent of this recommendation. Chief Rita advised that if the renter hires their own security, they do not consider the District's interests. Captain Bravo advised if the District provides specific security companies renters can choose from, we can work with them to ensure our interests are protected. Commissioner Amy advised this will be harder to put in motion but will try. President McMullen advised he has some ideas to help and will reach out to Commissioner Amy.

Commissioner Amy questioned if all these new changes would be retroactive on existing reservations. Commissioner Stiles advised that these recommendations would be for new reservations going forward.

Item 4(B)(v)(1): President McMullen advised he would refer this to the Lillard Hall Committee.

Item 4(B)(vi)(1-2): Commissioner Amy advised that Lillard Hall does not want janitorial services as the cost would be too high. There was a lot of discussion regarding current facility cleanliness and cleaning responsibilities in the rental policy. Commissioner Amy advised that she would like the opportunity to move forward with the current policy and checklist with the new Hall Manager. President McMullen advised he would refer this to the Lillard Hall Committee.

Item 4(B)(vii)(1-3): Commissioner Amy advised that this is already in the Lillard Hall rental policy. President McMullen advised we skip this item.

Item 4(B)(viii)(1-2): Commissioner Amy advised that this is already in the Lillard Hall rental policy. Chief Rita advised it is not. Commissioner Amy advised she will review the policy and confirm.

Item 4(B)(ix)(1-2): Chief Rita advised we need to vote on the types of rentals we will allow for Lillard Hall going forward. After much discussion regarding the options, the following motions were made.

Motion: Remove Item 4(B)(ix)(2)(c) from the available rental options.
Motion By: Guarino
Second By: Yeager
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Nay

Motion: Continue all rental types with all the new restrictions in place for a trial run.
Motion By: Amy
Second By: Guarino
Vote (by roll call): President McMullen – Aye
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Nay

2. Approval of January 11, 2023, Committee Meeting Minutes

President McMullen advised that the minutes show the date of January 25, 2023, but are actually for January 11, 2023, and should be amended to reflect this.

Motion: Approve January 11, 2023, Committee Meeting Minutes with the amendment.
Motion By: Guarino
Second By: Yeager
Vote: Approved unanimously.

3. Approval of January 25, 2023, Committee Meeting Minutes

Motion: Approve January 25, 2023, Committee Meeting Minutes.
Motion By: Yeager
Second By: Guarino
Vote: Approved unanimously.

President McMullen advised we are sunsetting the committee.

d. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

Assistant Chief Stiles advised he had a question for President McMullen regarding roadway widths and access clearance codes. He advised that a property on Pierce Ranch Road is applying for a permit, and the plans do not provide enough clearance for fire access. President McMullen advised if there isn't a state or County code adopted regarding the access clearance, the District can adopt a resolution. Assistant Chief Stiles advised he will clarify with the County. President McMullen advised he will help review with him.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

iv. IHS – McMullen

No meeting; no report.

Commissioner Stiles questioned if we should keep this item on the agenda going forward since we no longer have the Sacred Oaks contract. Chief Rita advised that she is working with County Counsel to try to get the Sacred Oaks contract restarted.

6. Fire Chief's Report (Chief Rita)

Chief Rita advised her report is in the packet and provided a copy of the DWR Well Contract to show what we are currently working on.

7. Fire Fighter's Association Report (President Jon Lee)

Association President Jon Lee advised the pancake breakfast is confirmed for Sunday, March 5, 2023, and tickets are available at the station.

8. Clerk's Report

a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval

Vice President Yeager questioned the invoice regarding ladder inspections and asked if UC Davis was still assisting us with that. Assistant Chief Stiles advised that previously we would take our ladders to UC Davis and have the vendor come in to inspect them at their site, but now we just have the vendor come directly to our site since the cost is the same.

Motion: Approve the payment of bills totaling \$5,796.40.
Motion By: Guarino
Second By: Stiles
Vote: Approved unanimously.

b. Approval of January 17, 2023, Board Meeting Minutes

Motion: Approve January 17, 2023, Board Meeting Minutes.
Motion By: Yeager
Second By: Guarino
Vote (by roll call): President McMullen – Abstain
Vice President Yeager – Aye
Commissioner Guarino – Aye
Commissioner Amy – Aye
Commissioner Stiles – Aye

Commissioner McMullen advised he abstained from voting because he did not attend the meeting.

9. Open Forum

Commissioner Stiles advised that the Chief hasn't had a recent performance review and would like to request that one be completed. President McMullen referred this item to the Personnel Committee to schedule.

Commissioner Stiles advised that Commissioner Guarino's term expires on April 1, 2023, and advised that the policy states a rotation of the President and Vice President can be requested within 60 days of a term change. She is requesting that rotation take place in April 2023.

Commissioner Stiles questioned why President McMullen isn't on any committees that have meetings or attend other committee meetings. President McMullen advised he is on committees and would be willing to attend any meetings Commissioner Stiles requests his presence. Commissioner Stiles advised she wants President McMullen to attend any meeting he'd like. President McMullen asked the Board if that was the consensus. Commissioner Guarino advised he didn't feel it was necessary. President McMullen advised he will take it under consideration.

Assistant Chief Stiles advised that Lillard Hall is not reimbursing the District for their share of propane. Commissioner Yeager advised he thought that the heating system was all electric. Assistant Chief Stiles advised it was a propane system and questioned how it will be reimbursed. Commissioner Yeager questioned if getting a separate meter for Lillard Hall would be possible. Chief Rita advised we can have the Lillard Hall Committee research this.

10. Next regular Board meeting on March 21, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as March 21, 2023. Commissioner Amy advised she will not be in attendance.

11. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting.
By: Guarino
Second By: Yeager
Vote: Approved unanimously.

Meeting adjourned at 2130 hours.

Minutes approved: _____

President James McMullen

Board Clerk Carly Hall